

O/Personnel  
Case File

23 June 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Shipment of Agency Personnel Folders to St. Louis  
Federal Records Center

STAT 1. Talked with [ ] Chief, Transactions and Records Branch, OP, about the change in policy initiated unilaterally by his Office. I reminded him that several years ago this Agency was granted an exemption from CSC regulations that permitted Agency retention of folders of separated employees. [ ] sees no conflict between the exemption and the new policy because OP chooses to interpret that exemption as applying only to the CIA portion of the Official Personnel Folder. This is obviously not the interpretation of GSA nor I feel of CSC. It certainly was not the intent of OP to split the folder at the time the exemption was requested from CSC. Attached is a copy of the paper establishing the new policy.

2. After reading this paper I met with [ ] OS, to get the Security portion of the story. John knew nothing about the matters discussed in the paper. At my request he called in [ ] OS, who had signed off on the policy statement. As a result of this meeting I learned that:

a. More than 2 years ago arrangements were made with CSC and Ev Alldredge, GSA, to borrow personnel folders from St. Louis [ ] Many folders have been borrowed and returned through this channel.

b. When OP decided to retire folders to St. Louis they continued to use the same channel. Such folders contain no reference to CIA according to [ ] He has no idea how St. Louis discovered that they were getting CIA folders. He estimates that at least 400 folders have been retired.

c. [ ] informed the CSC of the new retirement policy but not GSA.

d. According to [ ] the only concern OS has about the folders is that of borrowing and returning folders without Agency association, and of retiring folders that contain no indication of CIA employment.

3. I suggest that a copy of the St. Louis memo be transmitted to the Director/OP with a covering memo requesting an answer to the questions raised, so that we may reply to GSA. The questions are:

a. Is it necessary to split the folder?

- b. If the splitting is essential can the papers in the folders be arranged chronologically?
- c. What is the timetable for retiring the folders?



STAT

June 24, 1960

Mr. Di Giralomo, Dept. of Justice Records  
Officer confirmed for me the fact that  
FBI retains personnel folders "permanently"  
- ships nothing to St. Louis.